

Adding Skype for Business to Your Library-Issued Mobile Device

1. To download Skype for Business on your Library-issued iPhone, make sure you have strong signal or are connected to the **LOCDeviceWiFi** network.

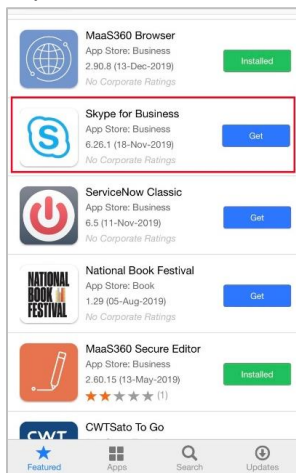
2. On your iPhone, select the **LoAppCatalog** application. The logo will appear as:



3. In the application, search for **Skype for Business**. The logo will appear as:




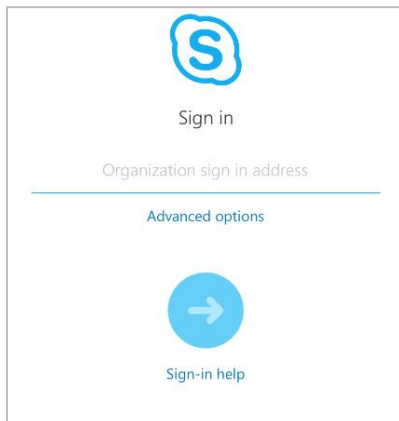
4. Tap **Get**:



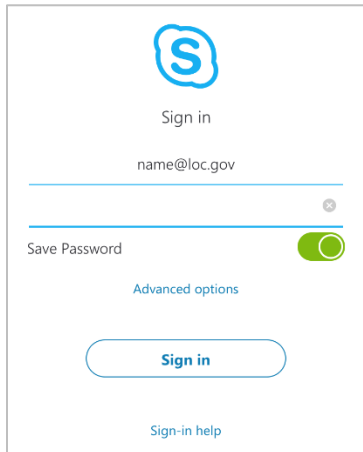
Note: Installation will take a few minutes.

5. Once the application has installed, tap the **Skype for Business**  logo on your device to launch the application.

6. On the **Sign in** screen, enter your Library email address (name@loc.gov) and tap the sign-in arrow  logo to continue:

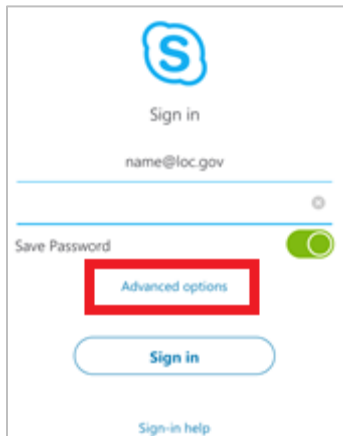


7. Ensure your Library email address is entered on the Sign in page and type in your Library password:



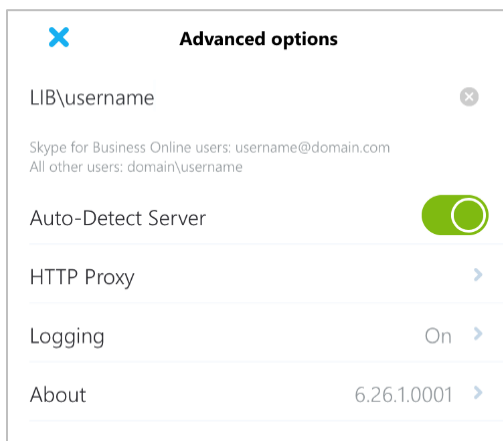
The screenshot shows the 'Sign in' page of the Library of Congress system. At the top is a blue 'S' logo. Below it is the text 'Sign in'. There are two input fields: the first contains 'name@loc.gov' and the second is empty. To the right of the password field is a green toggle switch labeled 'Save Password'. Below the fields is a link for 'Advanced options'. At the bottom is a blue 'Sign in' button and a link for 'Sign-in help'.

8. Tap **Advanced Options**:



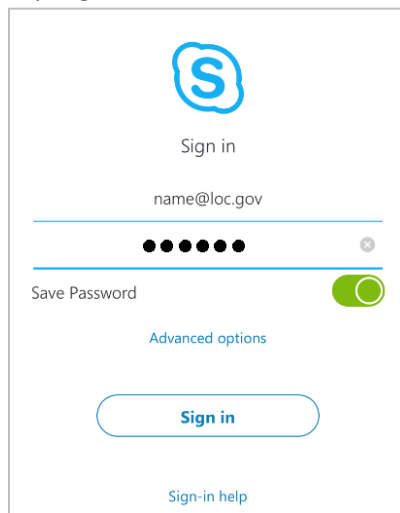
This screenshot is identical to the previous one, but a red rectangular box highlights the 'Advanced options' link located between the password field and the 'Sign in' button.

9. In the **Advanced Options** window, type in **LIB\username** the User Name bar and tap the **X** at the top left of the window.



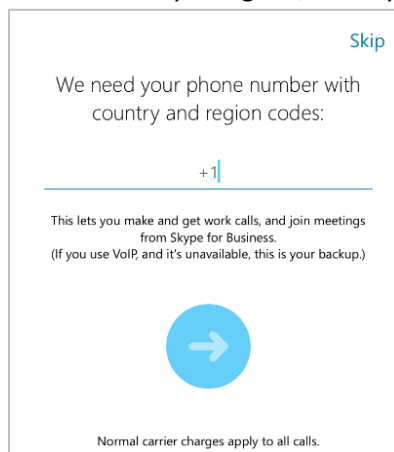
The screenshot shows the 'Advanced options' window. It has a blue 'X' icon in the top left corner. The title is 'Advanced options'. Below the title is a text field containing 'LIB\username' with a small 'X' icon to its right. Underneath is a note: 'Skype for Business Online users: username@domain.com' and 'All other users: domain\username'. There are four settings listed: 'Auto-Detect Server' with a green toggle switch, 'HTTP Proxy' with a right arrow, 'Logging' with the text 'On' and a right arrow, and 'About' with the version number '6.26.1.0001' and a right arrow.

10. Tap **Sign in**:



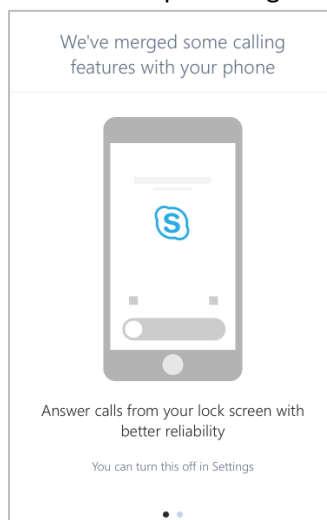
The image shows the Skype sign-in interface. At the top is the Skype logo. Below it is the text "Sign in". There is a text input field containing "name@loc.gov". Below that is a password input field represented by seven black dots and a clear button (an 'x' in a circle). Under the password field is a "Save Password" toggle switch, which is currently turned on (green). Below the toggle is a link for "Advanced options". At the bottom is a large blue "Sign in" button. At the very bottom is a link for "Sign-in help".

11. The first time you sign in, enter your mobile device phone number:



The image shows the Skype screen for entering a phone number. At the top right is a "Skip" link. The main text says "We need your phone number with country and region codes:". Below this is a text input field with a pre-filled "+1" and a cursor. Under the input field is explanatory text: "This lets you make and get work calls, and join meetings from Skype for Business. (If you use VoIP, and it's unavailable, this is your backup.)". In the center is a large blue circular button with a white right-pointing arrow. At the bottom is the text "Normal carrier charges apply to all calls."

12. Read and swipe through the tutorial:



The image shows a tutorial screen from Skype. At the top, the text reads "We've merged some calling features with your phone". Below this is a large image of a smartphone displaying the Skype app on its lock screen. Under the image, the text says "Answer calls from your lock screen with better reliability". Below that is a smaller line of text: "You can turn this off in Settings". At the bottom center are two small dots, the first of which is filled, indicating the current step in the tutorial.

13. Click **Got it** to confirm:

